CROWN Memorandum

Memo Number: 02-0004-GN

TO: ESRD Executive Directors, ESRD Data Managers, Regional Office Project Officers

FROM: Matthew Leipold, Director, Division of ESRD Systems and Contract Management,
             Information Systems Group, OCSQ

DATE: July 22, 2002

SUBJECT: VISION Training Plans

We are looking forward to advancing the VISION project. As noted in the CROWN memo on July 10, the SIMS team will be available to assist you with training preparation and implementation. In addition, SIMS will be reimbursing your expenses for the training. We thought it would be useful to provide you with the following recommended training schedule, noting the roles for the Networks and SIMS. We are also asking that you complete the attached VISION Marketing and Training Needs Assessment and return it to SIMS no later than **August 9, 2002**. This is an estimation of your training needs/plans that will give us an indication of the necessary resources. We recognize that your plans may change as you begin to recruit your participating facilities. This timeline is just a recommendation – if you are ahead of the recommended timeline, please continue to proceed at your own pace.

Recommended VISION Training Timeline - Summarized

Phase I	VISION Participant Marketing and Recruiting	July–August 2002
Phase II	Participant registration and Training Plan Development	September 2002
Phase III	Rollout and Training	October– December 2002
Phase IV	Evaluation	January 2003
Phase V	Recruitment of Additional Facilities	February 2003

Recommended VISION Training Timeline – Detailed		
Timeline (2002 unless noted)	**Network Role/Responsibility**	**SIMS Role/Responsibility**
Phase I - VISION Participant Marketing and Recruiting		
July 20		• Prepare recommended training plan and timeline • Distribute Proposed Training Plan survey to the Networks
August 9	• Network Proposed Training Plan survey due back to SIMS	• Compile and distribute aggregate survey results
August 1 – August 9	• Distribute marketing material and interest/readiness surveys to facilities to identify VISION participants (this survey provided to the Networks by	• Provide sample marketing material, interest and readiness surveys to interested Networks

Recommended VISION Training Timeline – Detailed		
Timeline (2002 unless noted)	**Network Role/Responsibility**	**SIMS Role/Responsibility**
	SIMS by August 1st)	
August 1-August 30	• Register all ESRD Network users for Qnet and obtain tokens. All tokens for Network staff should be obtained by August 30th. If facilities are ready to be registered, they may be registered as well.	• Work with the QNet help desk for support and for obtaining forms for registration.
August 10 – August 30	• Compile and analyze the results of the facility interest/readiness surveys.	• Provide VISION Tracking Spreadsheets to all Networks to record their progress in recruiting, training and implementation
August 30	• Identify target group of facilities that want to use VISION at this time. (The initial goal is 20 qualified facilities per Network.) • Submit list of target facilities to SIMS no later than August 30th. • Begin completing VISION Tracking Spreadsheets and submit to SIMS each month.	• Compile VISION Tracking Spreadsheets and publish to a specific portion of the SIMS website.
Phase II - Participant registration and Training Plan Development		
September 1 – September 30	• All enhancements and corrections will be made to VISION and demonstrated at the Quality Net Conference. • Develop Training Plan including indication of desired SIMS involvement and proposed budget and submit to SIMS for approval by September 20. • Begin registering QNet users for their participant facilities -- should be complete by September 30, 2002.	• Provide forms for Training Plans, SIMS Involvement and Reimbursement. • Work with the QNet help desk for support and for obtaining forms for registration. • Work with CMS to approve Network Training Plans
Phase III - Rollout and Training		
October 1 – December 31	• Begin facility training on VISION application and QNet Exchange • Complete evaluation form after each training session and submit to SIMS • Instruct facilities to submit XML files via QNet Exchange and load into SIMS using SIMS utilities.	• Provide training materials • Provide on-site and remote training support • Provide training manual for SIMS load and operation • Provide training evaluation form
Phase IV - Evaluation		
January 1 – January 13, 2003	• Networks complete evaluation and lessons learned survey and return to SIMS no later than January 13, 2002	• Compile and distribute results from evaluation and lessons learned survey
Phase V – Recruitment of Additional Facilities		

Recommended VISION Training Timeline – Detailed		
Timeline (2002 unless noted)	Network Role/Responsibility	SIMS Role/Responsibility
February 2003 and beyond	• Use lessons learned and recruit additional facilities as above	• Use lessons learned to revise recruitment and training materials